



**Community
Action
Organization**
of WNY

45 Jewett Avenue □ Buffalo, New York 14214 □ (716) 881-5150

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TO: L. N. HARE
CC: Adam Perry
FROM: CAO Board of Directors
DATE: January 4, 2018
RE: CEO Performance

Dear Mr. Hare:

On January 3, 2018, The CAO Board of Directors met to discuss specifically their concerns about the failure to provide certain financial reports as required under the agency's policies and procedures for Board review and approval. The failure to provide this information in a timely matter has been an ongoing concern and has been discussed since December, 2016.

There have been two meetings with yourself and Board representatives to discuss this and other specific concerns of the Board and there have also been follow-up emails regarding the Board's concerns. (see attached). On October 13, 2017, you presented an organizational restructuring plan designed to improve efficiency and ensure that the Board received timely financial reports as required. This plan was reviewed and approved by the Board. However, as it relates to finance reports the Board has yet to receive this written information as you promised that we would.

We are also concerned that at least one funding source had to contact the Board directly due to agency unresponsiveness. (see attached).

It is of the utmost importance we receive adequate, timely financial communication to carry out our fiduciary responsibilities. Any further acts of noncompliance will not be tolerated.

At this point if the required monthly reports are not presented at the January 8, 2018 Board meeting you have until the end of the day January 9th to forward them. If the documents are not presented as required, you will face disciplinary action.

Sincerely,

Board Chair